

**DEPARTMENT OF THE NAVY**  
**BUREAU OF NAVAL PERSONNEL**  
**5720 INTEGRITY DRIVE**  
**MILLINGTON TN 38055-0000**

IN REPLY REFER TO

BUPERSINST 1650.12C  
PERS-605  
23 Nov 1999

BUPERS INSTRUCTION 1650.12C

From: Chief of Naval Personnel  
To: All Ships and Stations (less Marine Corps field addressees  
not having Navy personnel attached)

Subj: NAVY COMMUNITY SERVICE OF THE YEAR AWARD PROGRAM

Ref: (a) OPNAVINST 5350.6A

Encl: (1) Navy Community Service Geographic Regional  
Coordinators  
(2) Navy Community Service Award Nomination

1. Purpose. To provide eligibility criteria and nominating procedures for recognizing Navy commands that engage in exemplary voluntary community service activities. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1650.12B.

3. Background. Reference (a) established the Navy Community Service Program which provides opportunities for Navy military and civilian employees to volunteer for meaningful command-sponsored community service projects. Through this program, Navy volunteers make a difference by strengthening education, preserving the environment, providing humanitarian assistance, and promoting anti-drug and healthy lifestyles.

4. Award Categories. Navy Community Service of the Year Awards are based on the following categories:

a. USS BAINBRIDGE (CGN 25) Award for overall excellence. This category is open to all commands regardless of size. Commands must submit packages in a minimum of three flagship categories to be considered.

b. Personal Excellence Partnership Flagship - Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

c. Health, Safety, and Fitness Flagship - Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

d. Campaign Drug Flagship - Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

e. Project Good Neighbor Flagship - Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

f. Environmental Stewardship Flagship - Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

g. Size categories:

(1) Small - fewer than 200 command personnel.

(2) Medium - 200-499 command personnel.

(3) Large - 500 or more command personnel.

h. The award period for all awards is from 1 July through 30 June annually.

i. All permanently assigned Navy military and civilian employees, to include Joint Service commands where Navy personnel are assigned, shall be counted when totaling numbers for command personnel. This will ensure an equitable count for determining size categories.

j. Awards recognize command-sponsored and approved activities only. Individual or community activities outside the command's purview are not recognized by these awards.

k. Individual command organizations, such as Chief Petty Officer Associations and Officer Wardrooms, are ineligible to compete for these awards unless they operate under the command's overall community outreach charter.

5. Flagship Award Criteria

a. Personal Excellence Partnership Flagship - Recognizes the best educational partnership program between a Navy command and school or youth service organization.

b. Health, Safety, and Fitness Flagship - Recognizes the best project that teaches and encourages individuals to lead healthy, active lives.

c. Campaign Drug Free Flagship - Recognizes the best program that reaches out to teach children about the dangers of drug abuse using the Naval Reserve Force specially prepared video tapes and presentation. Other anti-drug programs, such as Drug Education for Youth, shall be recognized by the Health, Safety, and Fitness Flagship.

d. Project Good Neighbor Flagship - Recognizes the best year-round program or special project that encourages activities to provide humanitarian assistance to the less fortunate of the community.

e. Environmental Stewardship Flagship - Recognizes the best year-round volunteer supported program or special project that promotes education and good stewardship of environmental resources.

6. Action

a. Commanding Officers. Responsible for submitting a nomination package to their respective Geographic Regional Coordinator listed in enclosure (1) and per enclosure (2). This includes both active and reserve Navy commands. Overseas commands, not assigned regional coordinators, shall submit their award nominations to Commander, Navy Personnel Command (COMNAVPERSCOM (PERS-605)) by 30 September. Nomination submissions shall not exceed 10 pages. A separate package shall accompany each award Flagship category for a maximum of five packages.

b. Geographic Regional Coordinator. Responsible for submitting nominations for established awards to COMNAVPERSCOM (PERS-605) by 30 September. Regional coordinator endorsement shall be limited to one typewritten page. Regional Coordinators may designate sub regional commands to sponsor local award competitions in determining most qualified nominees for each award.

c. Flagship Sponsor. Responsible for holding an awards board for each flagship category. Each Flagship Sponsor may select a total of nine Navy-wide winners. Additional winners may be selected in the case of ties. Each Flagship Sponsor will forward a

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copy of award winner notification to the winner's geographic regional coordinator and immediate superior-in-command (ISIC).

d. COMNAVPERSCOM. Responsible for holding the awards board for USS BAINBRIDGE (CGN 25) Award. COMNAVPERSCOM shall announce Navy-wide winners and runners-up via a NAVADMIN message.

7. Recognition. Navy Community Service Flagship Awards winners will be recognized through

a. Award plaques from the respective Flagship Sponsor to Navy-wide winners;

b. Certificates from the respective Flagship Sponsor to Navy-wide honorable mentions;

c. Recognition by the respective Geographic Regional Coordinator for regional winners; and

d. Publicity through Navy media relations, the *Navy Community Service News* newsletter, and other appropriate media.

8. Reports. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAVINST 5214.2B and requires no report symbol.

J. B. HINKLE  
Rear Admiral, U.S. Navy  
Deputy Chief of Naval Personnel

Distribution:  
SNDL Parts 1 and 2

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**Navy Community Service Geographic Regional Coordinators**

Commander,  
Navy Region, Southeast (Code  
N02NP2)  
Attn: Southeast Regional  
Coordinator, Navy Community  
Service  
Naval Air Station Box 102  
Jacksonville, FL 32212-0102  
Comm (904) 542-5380  
DSN 942-5380  
Fax (904) 542-0422  
**Region: Southeast**  
Alabama, Florida, Georgia,  
Kentucky, Mississippi, North  
Carolina, South Carolina,  
Tennessee, Guantanamo Bay,  
Puerto Rico

Commander,  
U.S. Naval Forces Marianas  
(N53)  
Attn: Guam Regional  
Coordinator, Navy Community  
Service  
PSC 455 Box 152  
FPO AP 96540-1000  
Comm (671)-339-5238  
DSN 339-5238  
Fax (671)-339-7034  
**Region: Guam**

Chief,  
Naval Air Training (N12211)  
Attn: South Central Regional  
Coordinator, Navy Community  
Service  
250 Lexington Blvd. Ste. 102  
Corpus Christi, TX 78419-5041  
Comm (512) 961-3625  
DSN 861-3625  
Fax (512) 961-2913  
**Region: South Central**  
Arkansas, Kansas, Louisiana,  
Missouri, Nebraska, New  
Mexico, Oklahoma, Texas

Commander,  
Submarine Group TWO (01P1)  
Attn: Northeast Regional  
Coordinator, Navy Community  
Service  
Box 100  
Naval Submarine Base  
Groton, CT 06349-5100  
Comm (860) 694-4779  
DSN 694-4779  
Fax (860) 694-4699  
**Region: Northeast**  
Connecticut, Maine,  
Massachusetts, New Hampshire,  
New Jersey, New York, Rhode  
Island, Vermont

Enclosure (1)

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Commandant,  
Naval District Washington  
(00G)  
Attn: Naval District  
Washington Regional  
Coordinator, Navy Community  
Service  
Washington Navy Yard  
Bldg. 200-2  
901 M St. SE  
Washington, DC 20374-5001  
Comm (202) 433-3728  
DSN 288-3728  
Fax (202) 433-2639  
**Region: Naval District  
Washington**  
Maryland, Washington, D.C.,  
and the Northern Virginia  
Counties of Arlington,  
Fairfax, Loudoun, Prince  
William, Fauquier, and the  
city of Alexandria

Commander,  
Naval Training Center,  
Training Dept. (T01C)  
Attn: Great Lakes Regional  
Coordinator, Navy Community  
Service  
2601A Paul Jones St.  
Great Lakes, IL 60088-5000  
Comm (847) 688-4483  
DSN 792-4483  
Fax (847) 688-3277  
**Region: Great Lakes**  
Illinois, Indiana, Iowa,  
Michigan, Minnesota, North  
Dakota, Ohio, South Dakota,  
Wisconsin

Commander,  
Navy Region, Mid-Atlantic  
(N10P)  
Attn: Mid-Atlantic Regional  
Coordinator, Navy Community  
Service  
6506 Hampton Blvd.  
Norfolk, VA 23508-1273  
Comm (757) 322-2826  
DSN 262-2826  
Fax (757) 445-2115  
**Region: Mid-Atlantic**  
Delaware, Pennsylvania,  
Virginia (excluding Northern  
Virginia counties assigned to  
NDW), West Virginia, Keflavik

Commander,  
Navy Region, Hawaii  
Attn: Hawaii Regional  
Coordinator, Navy Community  
Service  
517 Russell Ave. (N12)  
Suite 110  
Pearl Harbor, HI 96860-4884  
Comm (808) 474-7252  
DSN 315-474-7252  
Fax (808) 474-5186  
**Region: Hawaii**

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Commander,  
Navy Region, Northwest  
Attn: Northwest Regional  
Coordinator, Navy Community  
Service  
1103 Hunley Road  
Silverdale, WA 98515-1103  
Comm (360) 315-5113  
DSN 322-5113  
Fax: (360) 315-5115  
**Region: Northwest**  
Alaska, Idaho, Montana, Oregon,  
Washington, Wyoming

Commander,  
Navy Personnel Command  
Attn: Navy Community Service  
Program Manager PERS-605  
5720 Integrity Dr.  
Millington, TN 38055-6050  
Comm 901-874-4270  
DSN 882-4270  
Fax (901) 874-2698  
E-Mail: p605@persnet.navy.mil

Commander,  
Navy Region, Southwest  
Public Affairs Office  
Attn: Southwest Regional  
Coordinator, Navy Community  
Service  
937 N. Harbor Dr.  
San Diego, CA 92132-5100  
Comm (619) 532-4306  
DSN 522-4306  
Fax (619) 532-3181  
**Region: Southwest**  
Arizona, California, Colorado,  
New Mexico, Nevada, Utah

**NAVY COMMUNITY SERVICE AWARD NOMINATION**

Category: ☐ Shore ☐ Sea ☐ Overseas  
Command Size: ☐ under 200 ☐ 200-499 ☐ 500 or more

Community Service Flagship: ☐ Personal Excellence  
Partnerships  
☐ Health, Safety, and  
Fitness  
☐ Campaign Drug Free  
☐ Project Good Neighbor  
☐ Environmental Stewardship

Name of command \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Program coordinator \_\_\_\_\_  
Phone (DSN/commercial) \_\_\_\_\_  
Name of Commanding Officer/Commander \_\_\_\_\_  
Immediate Superior Command \_\_\_\_\_  
School/Youth Organization or Community Service partner(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Audience served: ☐ Total number  
Youth participants ☐ Ages ☐ Grades  
(as applicable)

Command population  
☐ Military ☐ Civilian ☐ Percentage of command  
involved  
☐ # of volunteers ☐ # of volunteer hours  
☐ average number of hours per volunteer per month

Awards received from the civilian community  
\_\_\_\_\_  
\_\_\_\_\_



On separate sheets, provide a summary and narrative statement.

**Summary.** Write a one-sentence statement highlighting the goals of the voluntary community service activity.

**Narrative statement.** The narrative statement describes your program, in as much detail as possible, using the guidelines below. Label each section accordingly. The narrative must be on 8-1/2" x 11" paper, single-sided, **double-spaced**, with a **five-page maximum**. Please enclose two stapled copies. Up to five pages of supplemental materials such as letters, testimonials, news clippings, pamphlets, etc., may be added to support the nomination. Supplemental materials must be no larger than 8 1/2" x 11". Do not submit videotapes, display materials, films, or scrapbooks as they will not be considered in judging the nomination, and will not be returned.

### **Section I - Priorities and Commitment**

What is the purpose of the program? What are its goals? How does the program address the needs of youths or the community? How does your community service program help your personnel reinforce and integrate Navy Core Values of Honor, Courage, and Commitment? How long has the program been active? Is it a one-time project or an ongoing activity? When did it occur (mention specific dates, time periods)? What other organizations are involved? How does it link with the recipient's plans for improvement? Describe the activities and level of command support and visibility of community service at the command - release time, recognition, volunteer recruitment, and retention, value placed by the command on volunteering, etc. Are all divisions and departments involved?

### **Section II - Program Administration**

How is the program managed? How were volunteers screened, oriented, and trained? Describe recruitment efforts, publicity, risk management, volunteer recognition, and involvement of volunteers in planning ongoing activities, goal-setting, etc. What ongoing procedures are used to monitor and evaluate the program to ensure continual improvement?

### **Section III - Action and Results**

How many non-DON people directly benefit from this program? Please be very specific in describing how the benefits occur.

How do the volunteers gain leadership training? Is it an opportunity to experience and internalize actions that engender Navy Core Values of Honor, Courage, and Commitment? How many volunteers are involved? How much time (indicate the number of hours per week or month) do volunteers on average put into the program's efforts? (Include time spent in planning and organizing activities. Do not include travel to and from the volunteer site.) Describe the measurable results demonstrated by the program. Describe any other results.